

# Instructions for Inspector's Daily Report

**Note:** This report is to be filled out for every day that the project is active, even if no work is done. An explanation of why no work was performed should be given if applicable.

## Weather

Use up to four weather descriptions from the following four groups as applicable. Fill out separately for both AM and PM.

HOT 80+ degrees	CLR Clear	RAIN Rain	HAIL Hail
WARM 50 - 80 degrees	PCLD Partly Cloudy	HVRN Heavy Rain	SNOW Snow
COOL 30 - 50 degrees	OCST Overcast	FZRN Freezing Rain	HWND High Winds
COLD 30- degrees	FOG Fog		DUST Blowing Dust
	SHWR Showers		

## Contractor's Work Activity

Describe the Contractor's work activity. An activity may involve several bid items. Generally, list only one activity per sheet. Use additional sheets if necessary. If more than one activity is listed per sheet, be sure to identify which labor and equipment correspond to the respective activities. Chief inspectors should list all of the Contractor's work activities.

## Contractor's Equipment

List all equipment, including identification or model numbers and a description such as size, horsepower, capacity, etc. Show how many (No.) of each type and the hours worked using the following status terms:

Operating (Opr)	Equipment is working full time on the activity.
Standby (Stdby)	Equipment is involved in an activity and being held to work on it by order of the engineer. If being held and not able to work on the activity, note reason on diary page.
Down	Equipment is broken and needs repair in order to be used for work.
Idle	Equipment is not being used, is not down, and is not involved in the work activity.

Contractor ownership may be shown using the letter identifications A - E from the list of contractors above the "Contractor's Work Activity" section. Note equipment move-in and move-out on diary page.

## Contractor's Workforce

List the number of employees and hours worked by classification for all employees of the Prime Contractor and each subcontractor and lower-tier subcontractor separately. Identify the employing contractor or subcontractor using the letter identifications A - E from the list of contractors above the "Contractor's Work Activity" section.

Show the number of male and female employees in the space provided and identify the number of apprentices or trainees.

## Item, Description, and Location of Work

If a change order item number has not yet been assigned, write "New" for the item number.

Refer to Chapter 9 of the Construction Manual and to the Record of Materials for the number of samples required for each item or portion of an item. Note: Be sure to take enough samples. A failing sample may require two retests.

No material is to be installed without an approved source, see Form 350-071, "Request for Approval of Materials Sources."

No material is to be installed without proper approved materials documentation or prior written PE approval. Approved materials documentation may include any of the following: Form 350-109, "Certification of Materials Origin," Qualified Products List, pipe certifications, manufacturer's certification, approved welding procedure, or approved test report(s).

## Traffic Control Log

Any deviations from the approved traffic control plan must be explained on the diary page.

## Diary

Record only facts. Use of available specialized inspector checklists may be referenced on the diary page and attached to the IDR.

## Additional Information

Subcontractors and lower-tier subcontractors are not to begin work until they are approved.

If a subcontractor or lower-tier subcontractor is a DBE contractor, even if not a condition of award, Form 272-051, "M/D/WBE On-Site Review," must be completed prior to the subcontracted work being finished.

On Federal-Aid projects, Form 424-003, "Employee Interview Report," must be completed in accordance with Chapter 1-2.6 of the Construction Manual.

Work is not to be performed on a Change Order item until the change is formally approved or verbally approved.

Form 421-010, "Report of Prime Contractor's Performance," must be filled out in accordance with Chapter 1-2.8 of the Construction Manual immediately after work on the project is completed.



IDR Sheet	2	of	Sheets	Final Record Book	Page
Contract		Day		Date	

DIARY - Including but not limited to: a report of the day's operations, time log (if applicable), orders given and received, discussions with contractor, and any applicable statements for the monthly estimate.

Surface Temp.		Air Temp.		Paver Speed (feet per minute)		Pneumatic Roller Tire Pressure:	
Min:	Max:	Min:	Max:	Min:	Max:		
From Station		To Station		Sq. Yd.		Tons of Mix	
	Base	Leveling	Wearing	Area Sq. Yd.	Avg. Tons/Sq. Yd.	Tack Coat	
Daily Total							
Previous Total							
Total To Date							
Plan Quantity							